



## RFP Clarifications Memorandum

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**To:** Vendors Responding to RFP Number 3767 for the Mississippi State Department of Health (MSDH)  
**From:** Craig P. Orgeron, Ph.D.  
**Date:** January 12, 2016  
**Subject:** Clarifications to Specifications  
**Contact Name:** Chris Grimmer  
**Contact Phone Number:** 601-432-8208  
**Contact E-mail Address:** chris.grimmer@its.ms.gov

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RFP Number 3767 is hereby amended as follows:

**1. Section VII Technical Specifications, Item 9.3.4.1 is being modified to read:**

“As part of their proposal response, Vendor must provide a hard copy of the preliminary project work plan prepared using Microsoft Project 2007 or similar software. The work plan can be inserted into the document or as an attachment/exhibit. Within (ten) 10 business days of the project kick-off meeting, the Awarded Vendor must deliver an electronic version of the updated work plan that reflects any changes from the plan submitted with the Awarded Vendor's proposal that were discussed and agreed to during the project kick-off meeting. The plan must have target dates and a schedule of deliverables to be agreed upon between the State and the Awarded Vendor. The schedule must include all visits to Mississippi, including state staff, agency staff, and retailers, as required.”

**2. Title page, INVITATION is modified as follows:**

INVITATION: Sealed proposals, subject to the attached conditions, will be received at this office until Friday, January 22 ~~20~~, 2016 @ 3:00 p.m. Central Time for the acquisition of the products/services described below for Mississippi State Department of Health.

**3. Title page, third box is modified as follows:**

PROPOSAL, SUBMITTED IN RESPONSE TO RFP NO. 3767 due January <u>22</u> <del>20</del> , 2016 @ 3:00 p.m., ATTENTION: Chris Grimmer
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4. **Section VII Technical Specifications, Item 3 Project Schedule is amended as follows:**

<b>Task</b>	<b>Date</b>
First Advertisement Date for RFP	10/20/15
Second Advertisement Date for RFP	10/27/15
Web Vendor Conference (Optional)	2:00 p.m. Central Time on 12/01/15
Deadline for Vendor's Written Questions	3:00 p.m. Central Time on 12/08/15
Deadline for Questions Answered and Posted to ITS Web Site	12/22/15
Open Proposals	<del>01/20/16</del> <b><u>01/22/16 @ 3:00 p.m. Central Time</u></b>
Begin Evaluation of Proposals	<del>01/21/16</del> <b><u>01/25/16</u></b>
Award Notification	02/18/16
Began Contract Negotiations (includes FNS review time)	02/18/16
Awarded Work to Begin	04/11/16

Vendor must include in their proposal a response to each amended requirement as listed above. Vendor must respond using the same terminology as provided in the original requirements.

RFP responses are due Friday, January 22, 2016, at 3:00 p.m. (Central Time).

If you have any questions concerning the information above or if we can be of further assistance, please contact Chris Grimmer at 601-432-8208 or via email at [chris.grimmer@its.ms.gov](mailto:chris.grimmer@its.ms.gov).

cc: ITS Project File Number 41114